

Responsible Office: CF / Financial Management Office

Subject: Payment Interest Penalties in Processing Travel Vouchers

1. POLICY

Dryden Flight Research Center's (DFRC) policy on payment of interest penalties in processing travel vouchers will be consistent with the requirements of the Federal Travel Regulations (FTR). Effective January 1, 2000, General Services Administration (GSA) amended its Federal Travel Regulations to require all official travel be paid for with a Government issued travel charge card. While making it mandatory for Government travelers to use the Government issued charge card, GSA also issued regulations governing how the travelers are to be reimbursed. The plain language FTR governing reimbursements can be found at website: <http://policyworks.gov.org/main/mt/homepage/mtt/FTR/FTRHP.shtml>.

2. APPLICABILITY

This DPD is applicable to NASA DFRC civil service employees.

3. AUTHORITY

- a. FTR 301-52
- b. FTR 301-71

4. REFERENCES

Not applicable

5. RESPONSIBILITY

- a. (1) The traveler must ensure all travel expenses are prudent and necessary and submit the expenses in the form of a proper claim. (FTR 301-71.203(a)).
- (2) The traveler should sign and submit his/her travel voucher to their designated approving official within five calendar days of completion of a trip or every thirty days for extended TDY.

b. (1) The Approving Official (or his designee) is responsible to review and sign travel claims to confirm the authorized travel. They have the responsibility to ensure that the claim is properly prepared, a copy of the travel order is provided, types of expenses claimed are authorized, the amount claimed is accurate and that the required receipts, statements, justifications, etc. are attached to the travel claim. (FTR 301-71.200 and 201).

(2) The approving official will have a person designated to receive all completed travel vouchers. All vouchers must be stamped with the date received in the approving official's office. Failure to stamp the date received could result in delaying payment to the traveler. Finance is required to pay the voucher within 30 calendar days of the date received in the approving official's office. If the voucher does not contain a date received by the approving official, then Finance must pay within 30 days from the traveler's voucher date. The latter could result in interest penalties paid to the traveler.

(3) The approving official must review and sign all travel vouchers within four calendar days of receipt and then forward them to the Financial Management Travel Office for payment processing. If the voucher is not approved by the approving official it will be returned to the traveler for corrections. The original received date will be canceled and when the traveler returns the voucher to the approving official the second time, the voucher will be stamped again as received by the approving official. The thirty calendar days will start again (see paragraph 2 above).

c. The Financial Management Travel Office must:

(1) Stamp all vouchers with the date received in the Financial Management Travel Office.

(2) Review vouchers for accuracy and compliance with the FTR.

(3) Pay vouchers no later than thirty calendar days from the date that the voucher was received in the approving official's office.

(4) Pay all allowable charges. If there are discrepancies, valid charges will be paid and the traveler will be notified of charges that were disallowed. The traveler may submit a supplemental voucher for the disallowed charges once the problem has been corrected.

(5) Pay interest and penalties on all payments that are not made within thirty calendar days of receipt by the approving official. Interest will be paid at the current Prompt Payment Interest Rate and charged to the paying organization's budget RAD.

c. The Certifying officer assumes ultimate responsibility for the validity of the claim. (FTR 301-71.203).

6. DELEGATION OF AUTHORITY

The authority to approve a voucher may be delegated to the lowest level of management with knowledge of the trip (e.g., supervisor of the traveler). (FTR 301-71.200 and Note to 301-71.203).

7. CANCELLATION

None

/S/ Kevin L. Petersen
Director
